

Office of the Lieutenant Governor Request Form

e-mail aesmith@utah.gov, fax (801) 538-1557

210 State Capitol, Salt Lake City, UT 84114

Group or individual(s) making request	Contact Information
We invite Lieutenant Governor McKeachnie to be our:	
guest speaker keynote speaker honoree other	
On the following date and time:	

Event Details	
Date & Time of Event	
Location (include address, building, room number, and entrance)	
Description of event:	
Purpose of the Lieutenant Governor McKeachnie's involvement:	
Who will be in attendance? (Be sure to include any special guests you have invited, as well as an approximate head count.)	

Is press/media involved? In what capacity?	
Is parking available? Where?	
Please provide the following information:	<ul style="list-style-type: none"> - An itinerary of the event - Driving directions, if applicable - Talking points about your organization/group/initiative - Any other important information

Speech Details		
Topic	Length of speech	Will anyone introduce him? Who?
Will he be speaking from a podium, etc.? Will a microphone be necessary?		Who else is speaking/performing?

A few guidelines:

1. We do not schedule anything more than six weeks in advance. Once we receive your request we will review it at the appropriate time.
2. Within two weeks of receiving your request we will notify you about the Lieutenant Governor's availability (unless you have submitted the request more than six weeks in advance). If you have not been contacted within that time, please contact our office at (801) 538-1000, or aesmith@utah.gov.
3. Please keep in mind that the Lieutenant Governor's schedule may change at any time, based on current state needs and responsibilities at the time. If this occurs, we apologize for any inconvenience and appreciate your understanding.
4. Any press releases, sound bytes, printed material, etc that use the Lieutenant Governor's name or quotes must be approved by our office before being distributed. If you are unwilling to do this, the Lieutenant Governor is unable to participate in your event. Submission of this form indicates that you understand and accept these terms.
5. A brief biography of the Lieutenant Governor is available on our web site at <http://www.utah.gov/ltgovernor/>